

WOODLAND SCHOOL PARENT TEACHER ORGANIZATION
STANDING RULES
December 6, 2021

Roles of the Organization

The Woodland School Parent Teacher Organization (herein, “PTO”) should serve as an active, loyal and supportive partner of the school and function as an extension of its programs, activities and events, including assistance with planning, development, implementation and evaluation as appropriate, within the district policies, rules and procedures.

- A. To provide and assist in opportunities for extracurricular activities that will augment the educational experience of students as approved by the school administration.
- B. To act as a liaison between parents, school staff, and Warren Public School Administration.
- C. To plan and implement procedures to provide better communication between parents, students, and the school staff.
- D. To work under the direction of the school’s administration/leadership team in offering recommendations and input regarding issues as requested by the general membership.

Membership

Membership in the PTO shall be open to all parents, guardians and students of Woodland School, as well as teachers and staff. Other persons interested in promoting the objectives of this organization, such as business groups, mentors, etc., may approach the organization with ideas to discuss, review and consider, but will not be granted voting-membership rights. Membership dues may be established by the current elected officers.

Meetings

Board meetings will be held at a minimum five times a school year. Any non-PTO material to be distributed at an organization meeting must be approved by the president or by a majority of the board present and voting prior its distribution.

Agenda

The president, in consultation with the members of the board, shall prepare and distribute the agenda for each board meeting. Any officer may request that an item of business or an announcement be placed on the agenda for any board meeting. At least twenty-four hours’ notice, in writing, must be given to the president in order to have an item of business or an announcement placed on the board agenda.

The president and/or secretary, in consultation with the members of the board, shall prepare and distribute the agenda for each general membership meeting. Any member of the organization may request that an item of business or an announcement be placed on the agenda for any general membership meeting. At least seven (7) days' notice, in writing, must be given to the president in order to have an item of business or an announcement placed on the general membership meeting agenda.

Any request for consideration of an item of business that is not part of the agenda of any meeting of the board or of the general membership, may be added to the agenda of that meeting upon the concurrence of three-fourths ($\frac{3}{4}$) of those present and voting.

Officers' Duties & Standing Committees

The officers shall consist of an elected president, vice president, recording secretary, corresponding secretary and treasurer. The position of president may be a shared position between two individuals, thus acting equally as co-presidents.

Only members in good standing (who have paid their annual dues at least 14 calendar days prior to a PTO meeting) shall be eligible to serve in any officer position.

At the beginning of his/her term of office, each member of the board shall be given a copy of the bylaws and standing rules and shall be responsible for making a thorough study of them. A copy of the bylaws and standing rules shall be made available to any member of the organization upon request, and shall be posted on the organization's webpage.

Each officer and chairperson shall be responsible for keeping an up-to-date procedure binder and for turning it over to the incoming officer or chairperson at the end of the term of office, or sooner, if appropriate.

Board members are required to attend board and general meetings. The board member is requested to inform in advance the meeting chair if he/she is unable to be present.

Vice presidents that oversee committees are responsible to meet with the chairs of the committees at the beginning of the school year and establish a communication plan for the year. The board structure was established to streamline communication and effectiveness of board meetings. It is the responsibility of the VPs to communicate progress and concerns for committees that report to them.

The following descriptions and specifications are clarifications or specifications of roles and responsibilities of those provided in the bylaws of this organization.

Officers Roles and Responsibilities

i) President or Co-Presidents

- Shall preside at all meetings of this organization and its Executive Board.
- May appoint all committee chairpersons.

- Shall coordinate the activities of officers and committees in order that PTO objectives may be promoted and may attend any meetings as an ex-officio member.
 - In the event there are Co-Presidents, each shall have the authority to bind and represent the PTO as if there were only one President.
 - Shall act as the primary liaison to the Principal.
 - Shall be a second signatory on any and all bank accounts. Shall cosign all contracts with the appropriate committee person.
 - May call a meeting of the Executive Board at any time he or she deems necessary.
- ii) Vice-President
- Shall perform the duties of the President in his/her absence.
 - Shall be membership chairperson.
 - Shall maintain a membership list.
 - Shall organize the out-going President's function.
 - Shall be responsible for facility requests to the school for all events or coordinating same.
- iii) Recording Secretary
- Shall keep the minutes of all meetings of this organization and its Executive Board.
 - Shall insure that the organization's meeting minutes are distributed to members either by posting on the Board of Education website and Woodland School PTO website or any other means of distribution.
 - Shall inform the membership of meeting dates as required.
 - Shall ensure that all state registration filings, licenses and other necessary items are kept current.
 - Shall maintain information on the district website regarding PTO events/information.
- iv.) Corresponding Secretary
- Shall conduct the correspondence of the organization as necessary.
 - Shall inform the membership of meeting dates as required.
 - Shall insure that all state registration filings, licenses other necessary items are kept current.
 - Shall maintain information on the Board of Education website and PTO website regarding PTO events/information.
- v) Treasurer
- Shall have charge of the funds of the organization and keep all books and accounts of the organization.
 - Shall have custody of the organization's financial records, including bank statements, cancelled checks, disbursement forms, invoices, receipts, and budgets for a period of five (5) fiscal years.
 - Shall be one of two authorized signatories on bank accounts with the President as other authorized signatory. Shall secure by a majority vote of the general membership, approval of all major expenditures or amendments to the budget and

- shall make disbursements as authorized by the membership in accordance with the adopted budget.
- Shall prepare and present a financial report at each meeting of the membership and shall be responsible for filing of the organization's federal and state tax forms in cooperation with organization's accounting firm.
- Shall prepare the budget with the assistance of the President or Co-Presidents prior to the first fall meeting.

Other Roles & Duties

The chain of command for individual class volunteers is as follows:

Homeroom Parent Volunteer->Grade Level Representative->Teachers and Lead Grade Level Representative ->PTO President->Principal

- Lead Grade Level Representative & Individual Grade Level Representatives (*see Annex A* for requirements)
- Homeroom Parent Volunteers (*see Annex B* for requirements)
- All Event Volunteers (*see Annex C* for requirements)

All food provided for in-class parties must abide by the District Approved Food List and be approved by the school nurse. All treats should be individually wrapped to follow the guidelines set forth by the district and this is a direct request of the Principal. This is non-negotiable.

In the event that a Lead Grade Level Representative, Individual Grade Level Representative or Homeroom Parent Volunteer resigns from the position, the Board shall have an emergency meeting and decide on a replacement for such role as soon as feasible.

Budget

A proposed budget shall be prepared by a committee consisting of the treasurer, President, president-elect, Treasurer-elect, Financial secretary, Financial secretary-elect, and such others as the President and/or President-elect may designate.

The Treasurer, at the conclusion of the election meeting in April, shall meet with the committee to set a meeting date to occur within one week of the election meeting.

All officers and chairpersons, whose programs are affected, and the principal, shall be consulted before the proposed budget is prepared.

The proposed budget shall be presented to the board at the May board meeting for discussion and approval and presented for adoption or revision to the general membership at the June membership meeting for ratification.

All officers should familiarize themselves with the Woodland School Parent Teacher Organization website (www.woodlandpto.com) and any other information pertinent to their own position and in general, including procedural binders.

The membership list/directory of this organization shall be for the exclusive use of the organization and shall not be available for distribution or purchase by any other organization or commercial entity.

ANNEX A

The Lead Grade Level Representative shall be responsible and abide by the following:

- Act as a liaison between the Grade Level Representatives and the PTO.
- Coordinate with Mrs. Frank on party attendances to prepare prior to the day of the event.
- Copy PTO President on all correspondence sent.
- Meet with the PTO President and principal prior to the start of the school year to determine class parent assignments and Grade Level Representatives for grades in need.

Individual Grade Level Representatives shall be responsible and abide by the following:

- Act as a liaison between the teachers and Volunteer Homeroom Parents.
- Will conduct most of their communications via email.
- Responsible for reaching out to the teachers at start of the year. This email should include an introduction and request feedback on prior years' crafts. In most instances this email will also contain the chosen parties for the year as well as the dates.
- Copy the Lead Grade Level Representative on all correspondence sent to teachers and Volunteer Homeroom Parents.
- Will only be able to substitute for in-class parties for their current grade level and may only do so once.

ANNEX B

Homeroom Parent Volunteers shall abide by the following:

- Join the PTO.
- Sign-up to Chair/Co-Chair **ONE** committee **or** serve on at least **TWO** committees (lunch volunteer counts).
- Attend at least two PTO meetings (there are morning and evening meetings scheduled this year).
- Attend the Scholastic Book Fair during designated class time slot. If unable to attend a substitute must be found.
- Attend Field Day in June. If unable to attend a substitute must be found.
- Attend and prepare craft/games for the allotted in-class parties.
- Send out and maintain all class event sign up geniuses.
- Pass on communications via email in a timely manner to ensure all families are aware of all school events.
- If unable to attend a classroom party, must find a substitute. An individual substitute can only be used once and must be a parent in the current class/grade level substituting for. The Homeroom Parent Volunteer should send an email to the entire class requesting availability of other parents to assist as a substitute, to provide parents who may not be able to commit to every party or event an option to participate. If a substitute cannot be found, reach out to your Grade Level Representative and the Lead Grade Level Representative who will then collectively work together to find a substitute for that event.

ANNEX C

All event volunteers shall abide by the following:

- Timely attendance at event and in all pre and post event meetings.
- Keep any and all information obtained from planning of or participated in event regarding students, staff and parents confidential.
- Advise the PTO event lead of availability and status of tasks.
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